

Development/Permit Clerk

Position Summary:

Performs secretarial and related administrative duties required to support the Development Department. Provides general front office customer service by assisting residents, contractors, and the development community with building permits, certificates of occupancy, and related applications and inquiries. Position involves extensive public interaction, requires exceptional customer service skills, and a high degree of judgment, initiative, and discretion.

Essential Duties and Responsibilities:

- General clerical duties including photocopying, email, fax, and scanning.
- Maintain electronic and hard copy filing system.
- Retrieve documents from filing system.
- Handle requests for information and data
- Resolve administrative problems and inquiries.
- Prepare written responses to routine inquiries.
- Maintain office supply inventories.
- Coordinate and maintain records for staff.
- Receives telephone calls and visitors, answers questions, and assists residents, contractors, and the development community. Routes calls and visitors to appropriate staff members and/or departments.
- Schedule and coordinate meetings and appointments for managers
- Prepare meeting agendas and schedule public hearings as needed.
- Prepare agenda packets with supporting documents for board members and city council.
- Record and prepare meeting minutes.
- Prepare invoices for any costs involved with community development.
- Prepare applications and information packets for customers, developers, architects, engineers, and contractors.
- Processes applications for building permits, certificates of occupancy, and related permits.
- Provides administrative and technical assistance related to permit requirements for the public, staff; answer questions and explain permit codes; and supplies information regarding permit processing, policies, and procedures.
- Assist Building Official/Inspector with coordination of any outsourced plan review, inspections.
- Work with the County on maps, invoices, and recording of plats, etc.
- Other duties as necessary or assigned.

Education/Experience:

- Graduation from high school or GED equivalent, at least two (2) years clerical and administrative experience (local government preferred)
- Basic knowledge of building codes, ordinances, terminology, construction techniques.
- Interpreting and applying applicable code requirements and permitting.

Knowledge, Skills, and Abilities:

- Computer skills: Microsoft Word, Excel, Power Point
- Knowledge of operation and standard office equipment
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Knowledge of principles and practices of basic office management
- Excellent communication skills – written and verbal.
- Planning, organizing, and prioritizing.
- Attention to detail and accuracy.
- Flexibility and adaptability
- Be able to work night meetings.
- Must be able to handle stressful situations.
- Customer service orientation; Team Player
- Valid Texas Driver's License